

Duty Statement
California Department of Corrections and Rehabilitation
Division of Administrative Services
Office of Business Services (OBS)

JOB DESCRIPTION

Classification: Staff Services Manager II
Position Number: 065-582-4801-003
Branch: Contracts Management Branch
Section: Service Contracts Section
Prepared Date: November 2021

SUMMARY:

The Staff Services Manager (SSM) II functions as the Section Chief over the Service Contract Section (SCS) and is responsible for the overall direction and administration of the Department's service contract program on a statewide basis. The position reports to the Branch Chief, Contracts Management Branch (CMB), and Office of Business Services (OBS) and performs the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

35% Provides final departmental review and approval of over 3,000 annual service contracts and related documentation for compliance with the State Administrative Manual, Government Code, Public Contract Code, Labor Code and other technical, regulatory and procedural requirements.

Plans, manages, directs, assigns projects, and establishes priorities based on department wide knowledge in the area of contract management; directly supervise four SSM Is; and indirectly supervise approximately 30 Staff Services/Associate Governmental Program Analysts, two Management Services Technicians; and three clerical support positions.

30% Oversees coordination, development and maintenance of boilerplate competitive bid packages, service contracts and department wide contract procedures to facilitate and implement statewide standardization for contract compliance.

Provides overall direction to all Headquarters programs, and the Division of Parole Operations field offices on service contract strategies to maintain an acceptable level of complaints and protests filed by disgruntled bidders and contractors; and represents the Department at formal protest hearings held at the Department of General Services.

Meets with representatives from the private sector other state agencies and local governmental agencies to negotiate detailed scopes of services, cost reimbursement budgets and administrative overhead allocation plans.

25% Meets with Program Administrators, Parole Administrators, Branch Chiefs and upper management levels to oversee and provide overall coordination of the more complex contract issues and newly mandated program contract needs; ensures consistency in the use and development of request for proposals; serves as the liaison between the Department and higher control agency levels to coordinate implementation of mandated activities; and oversees regulatory requirements of local, State and federal government.

- 10% Validate information obtained from the Administrative Liaison Unit and the Contracts Tracking System for mandated reports to ensure that they are submitted accurately and timely to the Department of General Services, Department of Fair Employment and Housing and that quarterly Minority, Women and Disabled Veterans Business Enterprises and annual consultant reports are compiled for submission to the Legislature.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently- stands for periods of time to file/re-file, at the copy machine, or at the fax machine and printer.

Walking: Frequently - to file or copy documents or retrieve documents from the fax machine, from different office areas, hand deliveries. Also carry property received on occasion.

Sitting: Frequently - at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently - lifts files and occasionally property received weighing a few ounces up to 15 pounds each.

Carrying: Occasionally - this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Frequently - stretches stoops/bends, kneels, and crouches to pull/re-file documents from the lower shelves in filing cabinets, move boxes, files, furniture, and open property received.

Reaching in Front of Body: Frequently - will be utilizing a keyboard and reaching for items such as the telephone, files, boxes, property received, and over furniture.

Reaching Overhead: Frequently - reaches overhead to retrieve files from the top shelf of the file cabinet, shelving, or to open property on pallets.

Climbing: Occasionally – portions of office are on the second floor of building - may use stairs if elevator not working.

Balancing: Occasionally- walking and holding files, small boxes or archive documents.

Pushing/Pulling: Frequently - has to push/pull to open file drawers and desk drawers or to assist with confidential shred process.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents, files and typing information into the computer, moving/opening file boxes, folders, small items in receiving.

Crawling: N/A

Driving: Occasionally – to attend meetings, trainings, etc.

Sight/Hearing/Speech: Adequate vision and hearing, as well as the ability to speak clearly, are required to effectively perform the essential job duties.

Travel: Occasionally – to programs and Institutions statewide to conduct site visits, training, tours, meetings, etc.

WORK ENVIRONMENT: Position is located indoors, in an office space. Indoor ventilation provided by heating/air conditioning system and ductwork.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Computers, printer, fax machine, photocopier, shredder, telephone, box cutter, 10-key and usual office supplies.

WORK HOURS: Core office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests for Alternate Work Schedule may be considered upon completion of probation. Telework may be available and/or required.

Employee's Statement:

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation.

Print Employee's Name

Employee's Signature

Date**Supervisor's Statement:**

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Print Supervisor's Name

Supervisor's Signature

Date